

**City of Roanoke
Public Works Service Center
Standard Operating Procedure**

Subject: Waste (used) Antifreeze Disposal

Revised: 9/27/19

Purpose: To ensure proper disposal of waste antifreeze at PWSC.

Responsible Party/ies:

- Fleet Garage: Maintenance Superintendent and Supervisor
- Outdoor Power Equipment Shop Supervisor
- Sweeper Shop Supervisor

Performance Frequency: Anytime waste antifreeze is drained from vehicles/equipment

Documentation: N/A

Definitions:

- **Satellite Accumulation Area:** One of several areas around PWSC where regulated wastes are kept in storage. By law, there can never be more than 55 gallons of any specific waste in any of these areas at one time.

Training: Management and/or Supervisors will cover this SOP with all newly hired and/or temporary applicable personnel that duties include the draining of waste antifreeze within their first 60-days of employment.

Trainees must complete the signature section below and a copy of the signed SOP shall be sent to Environmental Management.

Procedure:

1. Collect the waste antifreeze in a drain pan labeled Antifreeze and dispose of it in the Used Antifreeze tank.
2. Notify the Fleet Maintenance Superintendent (853-5283) or Fleet Account Technician (853-5286) if the tank is full to schedule pick-up and disposal. An outside vendor will drain the tank and dispose of the waste.
3. Clean up all spills immediately and properly.
 - A. Absorbents are kept in the Absorbent drum located on the garage floor. This drum is a 'floating drum' which means it moves around the floor where needed.
 - B. New bags of absorbent may be obtained at the Parts Counter, or from the appropriate supervisor.
 - C. All clean up materials shall be disposed of in the proper containers.

Trainee Name: _____ **Signature:** _____

Date Trained: _____

Send completed form to Environmental Management at: envmgmt@roanokeva.gov.